

Appendix G

Safety Policy

Safety Policy Statement

It is the policy of the City of Newberg to protect the safety and health of our employees. Injury and illness losses from accidents are needless, costly and preventable. Our City has established a safety and health program adapted to fundamental occupational safety and health concepts that will help us prevent injury and illness due to hazards. Employee involvement at all levels of the City is critical for us to be successful in this effort. To accomplish this task, a joint worker/management safety committee will be established. Its purpose will be to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. This safety committee will assist the City of Newberg in making recommendations for change.

Management

Management's responsibility is the prevention of injury and illness accidents, because management is held accountable for all issues under its control. Management provides direction and full support to supervision and employees regarding all safety and health procedures, job training and hazard elimination practices. Management must keep fully informed on safety and health issues throughout the City in order to constantly review the effectiveness of our safety and health program.

Supervision

Supervisors are directly responsible for supervising and training their workers. This includes proper procedures, work practices and safe methods to do the job. Supervisors must enforce City rules and take immediate corrective action to eliminate hazardous conditions and practices. They will not permit safety to be sacrificed for any reason. In addition, they will be held accountable for all safety and health issues.

Safety Committee

The safety committee consists of management and employee representatives who have an interest in the general promotion of safety and health for the City of Newberg. The committee is responsible for making recommendations for improving safety and health in the workplace. They have been charged with the responsibility to define problems and remove obstacles to accident prevention; identify hazards and recommend corrective actions; help identify employee safety training needs and establish accident investigation procedures for the City.

Employees

Each employee, regardless of his or her position within the City, is expected to cooperate in all aspects of the City's safety and health program. Some major points of our City safety and health program require that:

- Accidents must be reported immediately to your supervisor.
- Required personal protective equipment must be worn by all employees. There are no exceptions.
- Hazardous conditions or other safety and health concerns must be reported to your supervisor immediately.
- Employees participate in safety committee activities, and support safety committee membership.

If everyone does his or her part by doing what is necessary to ensure workplace safety and health, we all benefit.

No job is so important that we cannot take time to do it safely.

Safety Committee Procedures

The committee's plan of action requires procedures by which the committee may successfully fulfill its role. Procedures developed should include but not be limited to:

- Meeting date, time and location
- Election of chairperson and secretary
- Order of business
- Records

Duties of each member must include, but not be limited to:

- Reporting unsafe conditions and practices
- Attending all safety and health meetings
- Reviewing all accidents and near-misses
- Recommending ideas for improving safety and health
- Working in a safe and healthful manner
- Observing how safety and health is enforced in the workplace
- Completing assignments given to them by the chairperson
- Acting as a work area representative in matters pertaining to health and safety
- Others as determined by City safety and health needs

Only the planning and effective joint leadership of management and the safety committee can build a program that lasts. The safety committee shall be a constructive entity, providing guidance and leadership in matters pertaining to the overall health and safety of the City of Newberg.